MEETING PLANNER



**CJW MEETING PLANNER RESPONSIBILITES**

**Conferences:**

1. Secure host clubs for conferences and statewide meetings as directed by the Director or Executive Board.
2. Assist and oversee host club during the planning process; meeting at least 3 times during the planning process.
3. Be the liaison between the host club and the Executive Board.
4. Email all necessary Corresponding Secretary to send out to all clubs after being approved by the Director.
5. Bring all CJW essentials to all meetings (banner, podium sign, direction signs, etc.)
6. Arrive before registration begins for all meetings and conferences to oversee on-site setup of events.
7. Assisting the host club with the Welcome for the meeting as well as with putting together all credentials for the current conference.
8. If there is no host club, the meeting planner is in charge of executing the planning of the conference from beginning to end. (See page

**Other:**

1. Book the meeting place for all CJW Board of Director meetings.
2. Attend all Board of Director meetings, when applicable.
3. Perform other duties as requested by the CJW Executive Committee.

**PROPOSAL TO HOST CJW EVENT**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WISHES TO HOST:

 Which Conference: Fall Conference President’s Dinner/Brunch Spring Conference

Estimated Date/Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Information:

1. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Time Frame: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Cost per Person (attach Budget Worksheet): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Minimum People Required (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Guest Speaker (if appropriate): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Theme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Menu: PLEASE ATTACH ON A SEPARATE SHEET

Extra Information (i.e. Night Before, Special Announcements, Vendors, etc.)

Idea #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Idea #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Idea #3:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Idea #4:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CJW CONFERENCE GUIDELINES & INFORMATION**

1. Secure a place large enough to accommodate approximately 100 people. Do not make any attendance guarantees until approved by the Director.
2. Proposals for plans including speakers, programs, menus, prices, etc. are to be presented to the CJW Executive Committee at least 3 months prior to the conference. (A budget worksheet can be provided for assisting with price per person)
3. Financial expenses must be submitted in 30 days after conference. The CJW Treasurer will prepare the Profit and Loss statement within 60 days and forward copies to the CJW Director, Meeting Planner, and host club.
4. Invite special guests. Keep Director informed on guests invited and attending.
5. The Call and Program are to be approved by the Director.
6. The Call must be emailed to the Corresponding Secretary at least 8 weeks before the conference. A list of any guest who should receive Calls must be given to the CJW Corresponding Secretary 8 weeks prior to conference.
7. The printing of the program is the responsibility of the host club/clubs and is figured into the “cost of the day” expenses.
8. The Director sets the agenda. Please keep her informed of the time CJW needs to vacate the premises.
9. Seating can be at the discretion of the host club, however the final seating plan for Board of Directors and all guests should come from the Director.
10. A guest list (Past CJW Directors, former CJW board members, speakers, etc.) should be compiled by the conference chair and given to the Director one week before the conference for introductions.
11. The CJW Director, Assistant Director, and Immediate Past Directors and guest’s meals and the cost for the Director’s overnight accommodations are paid for by CJW.